

**MINUTES OF THE  
IMPROVEMENT & SERVICE COMMITTEE  
Wednesday, August 14, 2013  
ROOM 207, CITY HALL  
6:30 p.m.**

MEMBERS: Brian Danzinger, Joe Moore, Jim Warner, Jerry Wiezbiskie  
Actual start time for the meeting was 6:50 p.m.

1. Approval of the minutes from the regular meeting on July 24, 2013.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the minutes from the regular meeting on July 24, 2013.

Motion carried.

2. Approval of the agenda.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the agenda. Motion carried.

3. Request by Garritt Bader to rescind the weed control and unsightly growth charge of \$110.00 at 905 Pine Street.

Steve Grenier, Director of Public Works, reviewed the charge with the committee. DPW Street Section noted long grass on May 29, 2013. Property was rechecked in the morning of June 3, 2013, with no action taken. Property was mowed on June 3, 2013 in the afternoon. Photos of the property were shared with the committee. The property has no prior violations. Mr. Bader's letter dated June 21, 2013 was reviewed.

Ald. Wiezbiskie asked how the property was cut, noting the presence of felled tree branches. Director Grenier stated that operations mowed around the piles as best they could.

Garritt Bader, 354 Indian Springs Drive, addressed the committee. Mr. Bader stated that the property was in the early stages of construction, as evidenced by the felled tree branches, and the fact that the violation was actually given to the previous land owner. The home on the property was relocated shortly after the mowing, with full scale construction.

Ald. Wiezbiskie asked about the appearance of the property today. Mr. Bader stated that it looks like an active construction site, with multiple condominiums being constructed.

Ald. Moore stated that the development has significantly improved the property, and the increased property values would result in additional tax revenue for the City. Ald. Wiezbiskie stated that the timing was poor. Had DPW seen the property a week later, it would have been in more active construction. Both support rescinding the weed control charge.

A motion was made by Ald. Moore and seconded by Ald. Warner to approve the request by Garritt Bader to rescind the weed control and unsightly growth charge of \$110.00 at 905 Pine Street. Motion carried.

4. Request by Haley Kellner to rescind the early set out charge of \$57.00 at 410 Fifteenth Avenue.

Mr. Grenier read the email that was sent by Haley Kellner, daughter of the owner of the property at 410 Fifteenth Avenue. This was an early set out tagged on July 31, 2013 for a television and 3 pictures. Collection normally occurs on Tuesdays, the early set out was tagged on Wednesday. Photos of the property were shared with the committee.

Ms. Kellner stated in an email that the television belonged to the neighboring property at 412 Fifteenth Avenue.

There was 1 prior, on April 3, 2009.

Ald. Wiezbiskie asked if the charge could be assessed against 412 Fifteenth Avenue. Director Grenier said that DPW has the ability to reassign charges, but based on the location of the television in the photograph, staff would be hard pressed to make the case that the waste actually belonged to another property.

A motion was made by Ald. Wiezbiskie to deny the request by Haley Kellner to rescind the early set out charge of \$57.00 at 410 Fifteenth Avenue. Ald. Moore seconded for discussion. During discussion, Ald. Moore and Ald. Kocha stated that the City invests great time and effort in maintaining good relationships between neighbors, and waiving this fee should be seen as a continuation of this investment.

Based on this discussion, the motion failed.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by Haley Kellner to rescind the early set out charge of \$57.00 at 410 Fifteenth Avenue. Motion carried.

5. Request by Doris Arcuri for an extension on the deferment for City sewer and water for properties on Champeau Road and two lots on Equestrian Road.

Mr. Grenier read the letter that was sent by Doris Acuri, owner of the properties at Champeau Road and two lots on Equestrian Road. City sewer and water assessments on this property were previously deferred for 5 years or until the sale of the property. There has been no interest in development on this property. Ms. Acuri is requesting an additional extension of 5 years, or sale of the property. The property is part of the noncontiguous area of northeast Green Bay. The decision to run utilities to this property was driven by the Aurora Center development. Staff supports this request.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by Doris Arcuri for an extension on the deferment for City sewer and water for properties on Champeau Road and two lots on Equestrian Road for 5 years, or until the lots are sold or developed, whichever comes first. Motion carried.

6. Request by Ald. Kocha and Ald. Boyce for discussion and possible action on converting sidewalk on the west side of Jackson Street, between Bodart and Main Streets, to parking (parallel or angle).

Mr. Grenier reviewed the request from Alderpersons Kocha and Boyce to convert the sidewalk on the west side of Jackson Street between Bodart and Main Streets to parallel or angle parking. Mr. Grenier reviewed photographs and a location map with the committee, noting that parallel parking already exists at this location. The wide, paved terrace is in disrepair. It becomes the responsibility of the adjacent landowner to maintain the terrace, even if paved, with the option to assess charges for maintenance performed by DPW.

Staff does not support the conversion of this area to angled parking. The roadway isn't wide enough to safely accommodate this feature.

The terrace is wide enough that the pavement could be removed, if desired.

Ald. Kocha expressed interest in working with DPW and the business improvement district to explore more decorative restoration options that are in line with future landscaping plans for the area and the possibility of finding additional sources of funding to assist the efforts. Specifically, at the most recent Olde Main Street Inc. board meeting, 60 portable planters may be made available for distribution in this neighborhood.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to refer to Public Works staff the request by Ald. Kocha and Ald. Boyce for discussion and possible action on converting sidewalk on the west side of Jackson Street, between Bodart Street and Main Street, to parking (parallel or angle), and direct Public Works staff to work with Ald. Kocha and the business improvement district to develop a plan to repair or maintain the paved terrace within this area. Motion carried.

7. Request by Ald. Thomas DeWane to discuss, with possible action, the waste management agreement with Brown and Outagamie Counties.

Director Grenier reviewed the petition and communications form with the committee. Since staff hadn't had time to discuss this request with Ald. Tom DeWane prior to the I&S meeting, he requested additional information from Ald. DeWane on the desired information.

Ald. Tom DeWane stated that the Mayor expressed interest in having a waste management agreement executed with Brown and Outagamie Counties. He brought this communication to move the issue forward. As a County Board Member, he stated that Brown County is interested in having this agreement executed as well. He requested that staff work with the Brown County Port and Solid Waste Manager to develop an execution plan.

Director Grenier reviewed the current policy, stating that the original decision to recommend against executing the agreement was based on a heavy reliance on landfill disposal in the agreement, with all counties agreeing to send a minimum tonnage of waste for landfill disposal. This reliance on landfiling was seen as a potential stop to innovation and use of alternate disposal methods. Ultimately, the City decided the flexibility gained by forgoing the agreement was worth the extra tipping fees for waste handling. Due to change in director, and changes in waste management opportunities, it does merit reviewing the opportunity. He cautioned that this is a more complicated issue than it may appear on the surface.

Ald. Tom DeWane stated that he did not expect a decision to be made at this meeting. Ald. DeWane simply wants to restart discussions between the City and Brown County toward negotiating an agreement. To give proper preparation time, the September 25, 2013 meeting was selected.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to refer to Public Works staff the request by Ald. Thomas DeWane to discuss, with possible action, the waste management agreement with Brown and Outagamie Counties, and to direct staff to restart discussions with the Brown County Port and Solid Waste Department on negotiating terms for a solid waste management agreement, and have the Director provide a status report of actions taken at the September 25, 2013 meeting of the Improvement & Service Committee. Motion carried.

8. Request by Ald. Boyce to review City grass and weed, snow and sewer policies, with possible action.

Director Grenier reviewed the petition and communications form with the committee. Since staff hadn't had the opportunity to request additional information from Ald. Boyce on the desired information, he requested Ald. Boyce elaborate his concerns to the Committee.

Ald. Boyce stated that the current method of reporting grass and weed, snow, and sewer issues is cumbersome and a potential waste of resources. The reports are not cross referenced or sortable. Ald. Boyce stated that the reports are typically inches thick, and require a lot of effort to make useful in any way. He requested electronic notification via a website, with a monthly summary report in the first floor mailboxes.

Director Grenier stated that representatives are given the reports so they are aware of City actions within his/her respective districts. Staff wants the representatives to have specifics on staff actions in case constituents raise concerns. He also reviewed the current software restrictions that are causing the reporting issue Ald. Boyce referenced. Staff concurs that the current reporting process should be streamlined, and is working with our IT Department to develop a user friendly alternative for issue resolution. Initial brainstorming meetings have been held, but a delivery timetable hasn't been set.

Ald. Moore stated that he liked having the reports, so he had specifics to quickly address concerns as they come up. He encouraged other representatives to call DPW with specific concerns regarding repeat offenders, issue trends, etc.

Ald. Danzinger also expressed a desire to have access to a cross relational database for better data analysis. The current software does not support this, but new software, which has been funded, is being developed to address this issue. He encouraged Ald. Boyce to work with IT to make sure that his specific data summary desires are incorporated.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to receive and place on file the request by Ald. Boyce to review City grass and weed, snow and sewer policies. Motion carried.

9. Request by the Department of Public Works to approve the proposed Bulk Collection Policy and implementation plan for Automated Collection of Solid Waste.

The I&S Committee chose to divide this into two sub-issues; the bulk collection policy as Item 9a, and the Automated Collection of Solid Waste implementation plan at Item 9b.

9a. Request by the Department of Public Works to approve the proposed Bulk Collection Policy.

Director Grenier presented an amended bulk waste proposal, as attached. After reaching out to other municipalities, three options were developed. Option 1 consisted of two curb side bulky waste pickups per year, four additional household waste pickup days where residents can put out up to four bags of household waste that would not fit in the cart, and the creation of two, no fee bulky waste dumpsters at the East and West Side garages. Option 2 is similar to Option 1, but instead of dumpsters, DPW would create concrete cribs, similar to those in use in De Pere. Option 3 is the bulk waste policy referred back to staff in July.

After reviewing all three options, staff now is recommending the approval of Option 1. A review of the number of historic curbside bulky waste pickups indicated that there are spikes in use in May and October, and in the future the curbside bulky waste collections would be timed to capture these peaks. The option could be quickly implemented, without the potential regulatory issues that an open crib structure brings with it. The City of De Pere has a very similar program and saw a marked decrease in curb side bulky waste issues once the no fee drop off

location was created. It is less expensive than the original proposal, and has worked well in neighboring municipalities.

Ald. Sladek thanked the committee and staff for thoroughly addressing his concerns that he raised when referring this issue back to I&S. He visited the De Pere bulky waste facility, touring it with the facility manager. He echoed Director Grenier's assertion that the program was well liked, and runs more efficiently than De Pere had expected. The community self polices the area, reporting violators so the service can continue. De Pere has the cribs mentioned in option two, currently divided into a metal crib and bulky waste, with the intent of creating a wood waste crib in the future. The location is not staffed permanently, but spot checks are undertaken frequently to keep people honest. Cameras are pointed toward the license plates of the vehicles accessing the site, which has resulted in the ability to address violations in a timely manner. Landlords in De Pere support the site, because it gives them an easily accessible option for requiring tenants to dispose of bulky waste without having it linger on the property. He strongly encouraged staff to tie the changes in the bulk waste policy to the benefits of an automated solid waste collection system, and offered to sponsor a field trip to the De Pere site for any members interested in seeing it in person.

Ald. Kocha expressed support of the amended proposal, supporting two curbside pickups of bulky waste in addition to the collection locations. She encouraged DPW to be proactive in communications, particularly with respect to schedule, and supports the creation of a calendar for distribution to citizens with the policy roll-out. She encouraged the committee to start with two curbside bulky waste pickups, with the option to increase the number in the future if the need arises. She supports the creation of the dumpsters to begin the policy, but wants to see the cribs better investigated, as they are working in De Pere currently. She commended I&S for continued diligence in this issue and encouraged an abundance of communication in the future.

Ald. Steuer expressed support for the automated solid waste implementation plan, and sees the proposed bulk waste policy as a needed step on that path. At the beginning of the conversation, he wanted to see four curbside bulky waste pickups per year, but after hearing about the actual usage patterns and the experience of the City of De Pere, he amended his recommendation to 2 pickups per year. He was glad to hear that dumpsters would be placed on both sides of Green Bay, to allow easy access to all residents.

Ald. Tom DeWane had lunch with the Mayor of De Pere to discuss their bulky waste policy. The Mayor confirmed the statements by Director Grenier and Ald. Sladek; bulk waste violations dropped to near zero when the free drop-off facility was implemented, and it had the support of local homeowners and landlords alike. He supported the transition to option 1, but wanted to see the option to purchase an extra solid waste bin added to the policy. He wants to see curbside bulky waste pickup four times per year.

Ald. Moore supports the recommendation for bulky waste, noting the experience of the City of De Pere is a valuable resource. He noted that the projected costs listed by staff could decrease with time as efficiencies are gained, and still outpace the cost of the original proposal. He was glad to see that a good quality service could still be provided with cost savings. He requested the total amount of bulky waste allowed per curbside pickup be increased from 2 cubic yards to 3 cubic yards, and would support curbside pickup twice per year if that change was made. With respect to the free bulky waste pickup locations, he was leaning toward the use of dumpsters, but asked staff to continue to research the requirements for concrete cribs. He saw this as an implementation to the policy which could be brought forward at future I&S meetings.

Ald. Wiezbiskie stated that he loved the new plan, and he thanked staff for their persistence in working this issue. He sees how the option to use free bulky waste sites encourages good

landlord/tenant agreements, and sees it as a win for the City as well. He wants to emphasize good communications in the future, noting that there are still concerns lingering about the automated recycling program.

A motion was made by Ald. Moore, seconded by Ald. Warner, to open the floor to public comment.

Motion carried.

Katy Williams, 1707 Rockdale Street, addressed the committee. She wanted the committee to consider more leniency in the definition of construction debris, which is excluded from this policy. She came up with multiple scenarios, such as the disposal of a toilet or a shelf, which may or may not be considered construction debris and therefore not bulky waste. She wanted to see at least four curbside bulky waste pickups per year, noting that a resident could have to store unwanted bulky waste almost a year if a semi-annual pickup day was missed. She encouraged the committee to keep the needs of the DIY homeowner in mind when developing this policy.

Director Grenier stated that staff has been given the latitude to use professional judgment to address specific issues in the past, and requested the ability to do so in the future. This will allow the committee to draft a broad policy, instead of having to address every possible scenario in a document that would become too cumbersome to be useful. He stated staff intends to continue photographing set-out violations as they occur, so the I&S committee can see the situation which resulted in the violation. He also stated that much of the cost savings in the change in the bulk waste policy is a result of being able to more efficiently use staff to address core services, and limit the amount of equipment operating time needed to address bulky waste.

Ald. Danzinger stated that residents have the option to protest any set-out charge at the I&S committee meetings. A policy shouldn't have to address every scenario, and should be flexible enough to allow professional judgment to guide implementation.

Ald. Tom DeWane supported Ms. Williams request for a less inclusive definition of construction waste, noting an increase in illegal dumping in parks and wooded areas when the bulk waste policy was amended in the past.

A motion was made by Ald. Moore, seconded by Ald. Warner, to close the floor. Motion carried.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to approve the request by the Department of Public Works to approve the proposed Bulk Collection Policy as amended (copy attached). Motion carried, with Ald Danzinger voting against the motion.

9b. Request by the Department of Public Works to approve the proposed implementation plan for the Automated Collection of Solid Waste.

Director Grenier reviewed a memorandum outlining the proposed automated solid waste implementation strategy. He stated that implementing an automated solid waste collection plan is more efficient than our current collection strategy and safer for City staff. For most collection weeks, workers stay in the trucks, reducing exposure to slip/trip/fall hazards and repetitive motion injuries. In the past week, two DPW workers were injured while manually collecting garbage. For the first, a toilet broke while in his hands, causing lacerations which required stitches. The second was stuck with a needle, requiring preventative medication and future screenings. Automated collection can't eliminate these hazards, but would greatly reduce them. Based on the actual savings seen by other communities which have already

implemented automated collection, the City's insurance group estimates that our average annual workers compensation liability would drop from our current exposure of \$64,000 per year to an estimated \$28,000 per year, based on our City and staff size.

Mr. Grenier reminded the committee that additional cost savings would be realized through the elimination of 8 seasonal sanitation workers and up to 10 permanent Sanitation Section laborer positions. Mr. Grenier stressed that no layoffs would occur as a part of this change, but rather that based upon the needs of the Department, up to 10 positions could be eliminated through attrition/retirement. Mr. Grenier stated that staff would continue to evaluate needs, not only within Sanitation but also across the Operations Division, to determine if any of the 10 laborer positions would need to be restructured or used in other areas to provide core services.

Two hurdles need to be cleared to implement automated solid waste collection. The first is a change to the bulk waste policy, which has been described previously. The second is a capital outlay for the purchase of automated collection trucks and bins. The City estimates that \$2.1-\$2.4 million is needed up front to pay for the purchase and delivery of solid waste bins. Based on lessons learned during the recycling conversion, staff recommends having the vendor fabricate and deliver the carts. Carts would be delivered based on the current solid waste pickup routes, with Truck routes 5-10 completed on or after January 1, 2014, Truck Routes 3 and 4 by April 1, 2014, and Trucks 1 and 2 completed by July 1, 2014. The costs for these carts would be added to the tax rolls, and collected in the 2014 tax cycle. A map was presented outlining the truck routes referenced above.

Ald. Tom DeWane requested that residents be allowed to purchase additional solid waste carts for a one time fixed fee, if they desire additional garbage services. Director Grenier stated that Chapter 9 of the City Ordinances on Solid Waste dictates the amount of solid waste that can be picked up free of charge by DPW. The use of two 92 gallon carts exceeds the maximum amount stipulated in the ordinance. This ordinance would have to be altered via a separate motion to allow Ald. DeWane's request to be executed. Ald. DeWane agreed to address his concern via a separate motion on the proposed ordinance change.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the request by the Department of Public Works to approve the proposed Bulk Collection Policy and the implementation plan for Automated Collection of Solid Waste. Motion carried.

10. Request by Department of Public Works to award the demolition of 418 N. Monroe Avenue to the low, responsive vendor and report the proposal totals and award information back at the September 11, 2013 meeting of the Improvement and Service Committee.

Director Grenier reviewed the normal procurement process for work of this nature with the committee. Typically, DPW would wait for bids to be received prior to requesting authorization to move forward on this property. Bids are due August 21, 2013 using the normal contract award process, a recommendation to award would come forward in the Report of the Purchasing Agent at the next Improvement & Service Committee Meeting, scheduled for September 11, 2013. The recommendation from Improvement & Service would then forward to Common Council on September 17, placing the actual start of work in late September. There is concern that this property has become a safety hazard as more people realize that it stands vacant, exposing the city to more risk than desired. Authorizing the award of the demolition contract to the lowest responsible bidder prior to the next scheduled Improvement & Service Committee meeting will allow DPW to begin demolition of this property as a way to get ahead of this potential public safety issue.

Ald. Moore asked if the estimated \$20,000 contract cost was an official engineer's estimate or a budgetary estimate. Director Grenier noted it was a budgetary number. Ald. Moore then suggested that DPW be allowed to move forward with this proposed plan as long as the

selected lowest responsive proposal doesn't exceed \$25,000. If the costs exceed \$25,000, the procurement would have to be approved by the committee prior to execution of the contract.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the request by Department of Public Works to award the demolition of 418 N. Monroe Avenue to the low, responsive vendor at a cost not to exceed \$25,000 and report the proposal totals and award information back at the September 11, 2013 meeting of the Improvement and Service Committee. Motion carried.

11. Review and award the following contracts:
  - A. CD 13-05 Emmet Street Resurfacing
  - B. Pavement 3-13

Director Grenier requested the bid summary for CD-13-05 Emmet Street Resurfacing be received and placed on file, as it was inadvertently added to the I&S agenda. It was reviewed and approved by RDA at their last meeting. Both contracts were reviewed, and staff recommends award as indicated on the bid summaries.

- A. A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to receive and place on file the bid summary for CD 13-05 Emmet Street Resurfacing.
- B. A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve to award Pavement 3-13 to the low, responsive bidders:

Part A to Vinton Construction Co. in the amount of \$343,394.21.  
Part B to Vinton Construction Co. in the amount of \$103,739.31.

Motion carried.

12. Approval and authorize payment of the following deed:

<u>McAuliffe Storm Water Facility</u>	
Gina M. Dagneau	\$12,500.00
Parcel 21-34-4	

Director Grenier reviewed the location of the property, stating that portions of the McAuliffe Park storm water pond would be constructed on this property if the payment is approved. He indicated that this payment is supported by an appraisal, and both Real Estate and DPW believe this to be a fair and reasonable price for the deed payment.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the following deed:

<u>McAuliffe Storm Water Facility</u>	
Gina M. Dagneau	\$12,500.00
Parcel 21-34-4	

Motion carried.



13. Approval and temporary limited easements of the following deed:

MONROE AVENUE – CASS STREET TO MAIN STREET PROJECT ID. #1481-07-21

Bay Bank Parcel 29	\$1,500.00	Deed & TLE
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Joey J. DeKeyser Parcel 37	\$250.00	TLE
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Monroe Plaza Apartments, LLC Parcel 79	\$7,050.00	Deed & TLE
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Director Grenier indicated that these temporary limited easements and deeds are being acquired to support the DOT reconstruction project at Monroe Avenue next year. They are similar in size and scope to those undertaken previously on the Velp Avenue reconstruction project.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the following temporary limited easements and deeds:

MONROE AVENUE – CASS STREET TO MAIN STREET PROJECT ID. #1481-07-21

Bay Bank Parcel 29	\$1,500.00	Deed & Temporary Limited Easement
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Joey J. DeKeyser Parcel 37	\$250.00	Temporary Limited Easement
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Monroe Plaza Apartments, LLC Parcel 79	\$7,050.00	Deed & Temporary Limited Easement
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Motion carried.

14. Application for Concrete Sidewalk Builder's License by Bedrock Custom Concrete.

Director Grenier stated that this applicant has been reviewed by staff and staff recommends approval of this license.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to approve the application for Concrete Sidewalk Builder's License by Bedrock Custom Concrete. Motion carried.

15. Application for Tree and Brush Trimmer License by Family Tree, Tree Service and Lawn Care, LLC.

Director Grenier stated that this applicant has been reviewed by staff and staff recommends approval of this license.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Warner to approve the application for Tree and Brush Trimmer License by Family Tree, Tree Service and Lawn Care, LLC. Motion carried.

16. Director Grenier gave a brief director's report to the committee. He stated that construction is continuing across the City, with the mini storm sewer construction moving forward, the work at the Sea Dragon wrapping up, and noting the beginning of the Monroe Street sewer and water project beginning in anticipation of next year's DOT pavement reconstruction.

Operations staff has been very busy as well, with most of the hot mix repairs from last winter completed. Bulk waste collection volumes are down, which is mostly attributable to the exclusion of construction debris from the bulk waste stream. Roll out of the automated recycling carts is still ongoing, due to the inability of the supplier to provide all of the needed carts. It is anticipated that the remaining carts will arrive at the end of the month. Once all carts are delivered, public service announcements will be made and residents will be given notices if not using the automated bins. Until Operations staff has assurance that all carts have been delivered, the July 1 automation deadline will not be enforced.

A motion was made by Ald. Moore and seconded by Ald. Wiezbiskie to receive and place on file the verbal Director's Report on the recent activities of the Public Works Department. Motion carried.

A motion was made by Ald. Wiezbiskie and seconded by Ald. Moore to adjourn the meeting. Motion carried.

Meeting adjourned at 9:11 p.m.